

hp officejet v series



i n v e n t



Your Basic Guide

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Note: Regulatory information can be found in the "Technical information" section.



It is not lawful in many places to make copies of the following items. When in doubt, check with a legal representative first.

- Governmental paper or documents:
 - Passports
 - Immigration papers
 - Selective service papers
 - Identification badges, cards, or insignias
- Governmental stamps:
 - Postage stamps
 - Food stamps
- Checks or drafts drawn on Governmental agencies
- Paper currency, traveler's checks, or money orders
- Certificates of deposit
- Copyrighted works

Safety Information



WARNING

To prevent fire or shock hazard, do not expose this product to rain or any type of moisture.

Always follow basic safety precautions when using this product to reduce risk of injury from fire or electric shock.

WARNING: Potential Shock Hazard

- 1 Read and understand all instructions in the Setup Poster.
- 2 Use only a grounded electrical outlet when connecting the unit to a power source. If you do not know whether the outlet is grounded, check with a qualified electrician.
- 3 Telephone lines can develop hazardous voltages. To avoid electrical shock, do not touch the contacts on the end of the cord, or any of the sockets on the hp officejet. Replace damaged cords immediately.
- 4 Never install telephone wiring during a lightning storm.
- 5 Observe all warnings and instructions marked on the product.
- 6 Unplug this product from wall outlets and telephone jacks before cleaning.
- 7 Do not install or use this product near water or when you are wet.
- 8 Install the product securely on a stable surface.
- 9 Install the product in a protected location where no one can step on or trip over the line cord, and where the line cord will not be damaged.
- 10 If the product does not operate normally, see the online Troubleshooting help.
- 11 No operator-serviceable parts inside. Refer servicing to qualified service personnel.
- 12 Use in a well-ventilated area.

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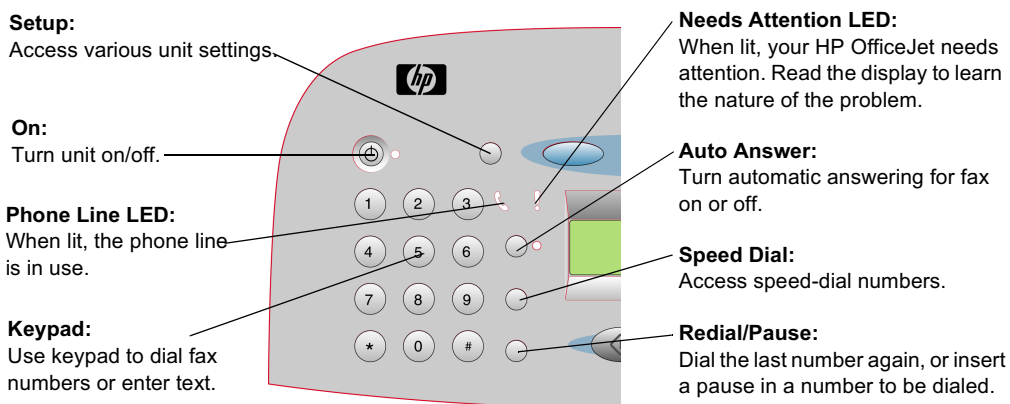
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Review your unit's front panel

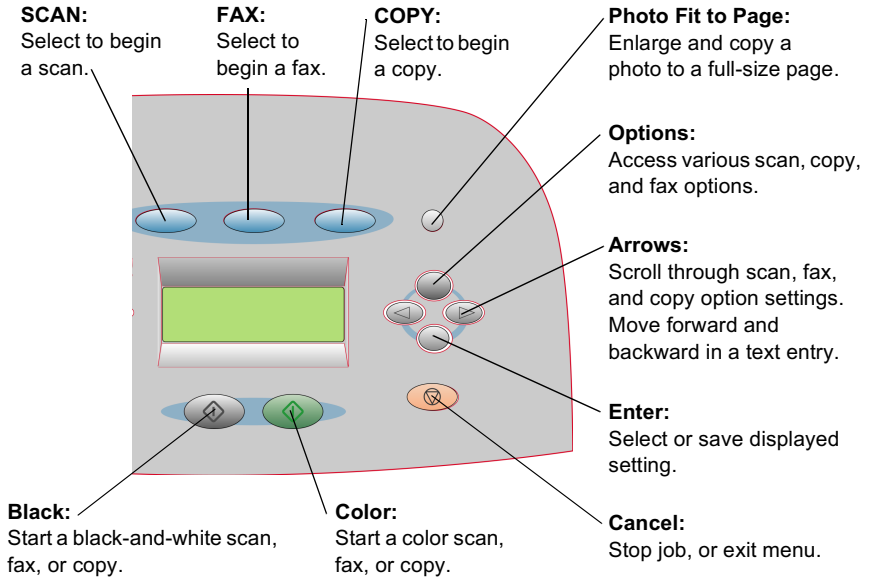
You can perform many functions using either the front panel or the HP OfficeJet V Series software. The method you choose may depend on the function you need to perform, or it may depend on which is the most convenient.

Even if you do not connect your HP OfficeJet to a PC (also called stand-alone use), you can use the front panel to process fax and copy jobs. You can change a wide variety of settings using the front-panel buttons and menu system. Depending on your model, your front panel may look slightly different from the following diagrams.

The following shows the left side of the front panel.



The following shows the right side of the front panel.



Use your HP OfficeJet with a PC

If you connect your HP OfficeJet to a PC, you can work from the front panel or from the HP OfficeJet V Series software on your Windows desktop. The software offers more features and ease of use.

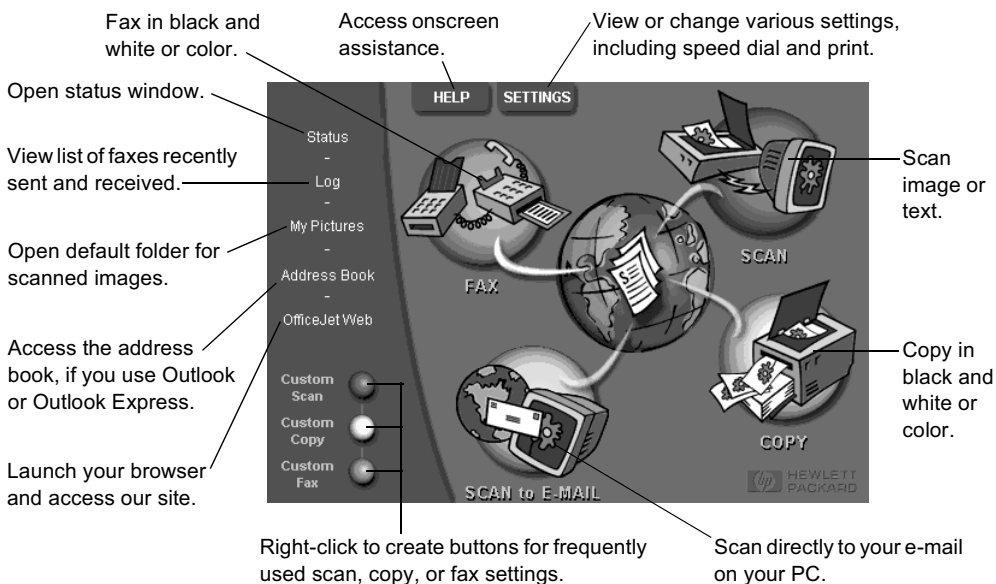
For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

Review the Director

The Director automatically appears on your PC after you load originals into the automatic document feeder (ADF). The Director is always available through the desktop shortcut or Windows Start menu. To start the Director:

- Double-click the **HP OfficeJet V Series** shortcut on the Windows desktop, or
- In the Windows taskbar, click **Start**, point to **Programs**, choose **HP OfficeJet V Series**, and then choose **HP Director**.








The following shows some of the features available through the Director.



Review the status window

The status window is similar to the display included on the front panel of your HP OfficeJet. It describes the current state of your HP OfficeJet, and it is always available via right-clicking the status icon in the Windows status area (lower-right corner of the Windows taskbar). One of the default settings for your HP OfficeJet instructs the PC to display the status window automatically if there is an issue that needs to be addressed, such as your HP OfficeJet being out of paper.

Depending on the current state of your HP OfficeJet, a different icon appears in the Windows status area. Right-clicking an icon displays a shortcut menu that lets you display the status window or close the HP OfficeJet software.

Icon	Indicates
	Print job in process
	Scan job in process
	Copy job in process
	Fax job in process
	Paper loaded in ADF
	Error condition
	Ready (idle)

Get help

This section explains where you can find information about your unit.

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

Where can I find help?

For hardware and setup information:

- See the *HP OfficeJet V Series Setup Poster*. The printed Setup Poster comes in the box with your unit.
- See “Additional setup information” in the *HP OfficeJet V Series: Your Basic Guide* and the *HP OfficeJet V Series: Onscreen Guide*. The Basic Guide is available in printed format in the box your unit came in.

For software information:

- If available, click the Help button that appears on a specific dialog box. Most of the windows (also known as dialog boxes) available in the HP OfficeJet software have Help topics that provide assistance for the visible window.
- See the *HP OfficeJet V Series: Onscreen Guide*.
- See Troubleshooting. To access Troubleshooting, go to the Director, click Help, and then choose Troubleshooting. Troubleshooting is also available via the Help button that appears on some error messages.

For feature information:

- Run the *HP OfficeJet V Series Product Tour*. To access the tour, go to the Director, click Help, and then choose Product Tour. After the Product Tour dialog box appears, insert the HP OfficeJet V Series CD into your PC's CD-ROM drive, and click Search.
- See the *HP OfficeJet V Series: Onscreen Guide*.

For technical support:

- See the HP OfficeJet support website at www.officejetsupport.com

Load paper or transparency film, or load originals

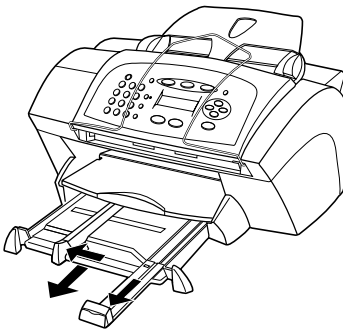
Your unit is designed to print and copy onto a variety of transparency films and paper types, weights, and sizes. It is important, however, that you choose the right paper and make sure that it is not damaged.

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

Load the input tray with letter-, legal-, or A4-size paper

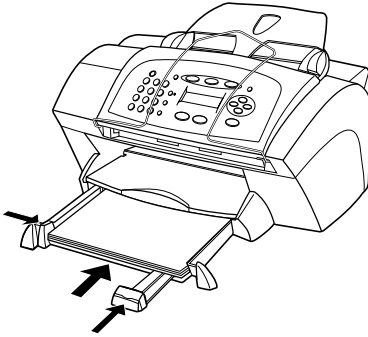
For best results, adjust the paper settings each time you change paper types or paper sizes. For more information, see “Set the paper type.”

- 1 Pull out the bottom (input) tray, and slide the paper-width and -length adjusters to their outermost positions.

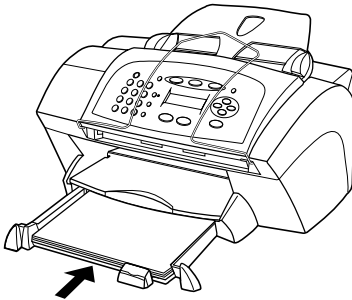


- 2 Tap the stack on a flat surface to even the edges of the paper, and then check the paper for the following:
 - Make sure it is free of rips, dust, wrinkles, and curled or bent edges.
 - Make sure all the paper in the stack is the same size and type, unless you are working with photo paper.
- 3 Insert paper into the input tray, print-side down and letterhead or top of page first, until it stops. Do not overfill the input tray as this may cause paper jams.

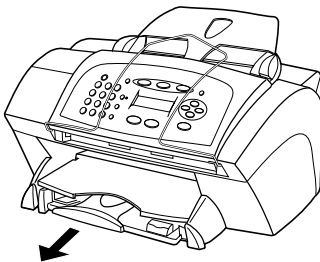
- Slide the paper-width and -length adjusters in until they stop at the edges of the paper, and be sure that the paper stack lies flat in the input tray and fits under the tab of the paper-length adjuster.



- Push the input tray back in until it stops.



- To prevent paper from possibly falling off the tray, fully extend the output-tray extender.



Review tips for loading specific types of paper

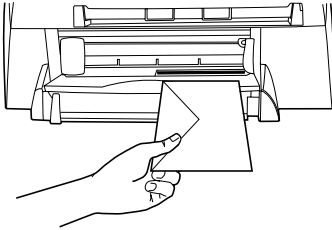
The following table provides guidelines for loading certain types of paper and film. For best results, adjust the paper settings each time you change paper types and paper sizes. For more information, see “Set the paper type” and “Change the paper size.”.

Paper	Tips
HP papers	<ul style="list-style-type: none"> • HP Premium Inkjet Paper: Locate the gray arrow on the nonprinting side of the paper, and insert paper with the arrow side facing up. • HP Premium or Premium Plus Photo Paper: Load the glossy (print) side down. Always load at least five sheets of regular paper in the input tray first, and place the photo paper on top of the regular paper. • HP Premium Inkjet Transparency Film: Insert the film so that the white transparency strip, with arrows and the HP logo, is on top and is going into the tray first. • HP Iron-On T-shirt Transfers: Flatten the transfer sheet completely before using it; do not load curled sheets. (To prevent curling, keep transfer sheets sealed in the original package until just before using.) Manually feed one sheet at a time, with the unprinted side facing down (the blue stripe faces up). • HP Greeting Card, Glossy Greeting Card, or Textured Greeting Card paper: Insert a small stack of HP Greeting Card Paper with the print-side down into the input tray until it stops. • HP Restickable Inkjet Stickers: Place the sheets in the input tray, print-side (sticker-side) down.
Legal-size paper	Even though the paper-length adjuster is fully extended, make sure that the input tray itself is pushed all the way in.
Labels (only works with printing)	<ul style="list-style-type: none"> • Always use letter- or A4-size label sheets designed for use with HP inkjet products (like Avery Inkjet Labels), and make sure that the labels are not over two years old. • Fan the stack of labels to make sure none of the pages are sticking together. • Place a stack of label sheets on top of standard paper in the input tray, print-side down. Do <i>not</i> insert labels one sheet at a time.
Postcards (only works with printing)	Insert a stack of postcards with the print-side down into the input tray until it stops. Line the postcards up on the right side of the input tray, slide the width adjuster up against the left side of the cards, and slide the length adjuster in until it stops.

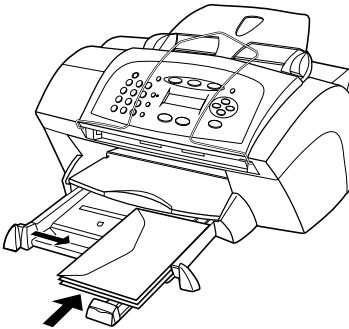
Load the input tray with envelopes (only works with printing)

Your HP OfficeJet provides two methods for working with envelopes. Do *not* use shiny or embossed envelopes or envelopes that have clasps or windows.

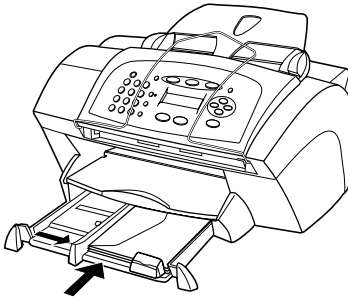
- If you are printing one envelope, use the envelope slot. Slide the envelope into the envelope slot located on the right side toward the back of the output tray, with the envelope flap up and on the left, until it stops.



- If you are printing multiple envelopes, remove all paper from the input tray, and then slide a stack of envelopes into the tray, with the envelope flaps up and to the left (print-side down), until they stop.



Adjust the left paper guide against the envelopes (be careful not to bend the envelopes). Make sure the envelopes fit within the tray (do not overload it).



Consult the help files in your word processing software for details on how to format text for printing on envelopes.

Set the paper type

After you have loaded paper or film in the unit, select the new paper type. Change this setting whenever you change the type of paper or film.

The paper types you specify for copying are independent of the paper types you specify for printing.

For more information on paper type settings and how they best correspond to HP papers, see “Recommended paper-type settings for copying” or “Recommended paper-type settings for printing” in the Onscreen Guide.

To do this for a copy job

Choose one of the following to set the paper type for current and future copy jobs:

- On the front panel, press **COPY**, and then press **Options** until **Paper Type** appears. Press **▶** until the appropriate type appears, and then press **Enter** to select it. Press **Options** again until **Set New Defaults** appears, and then press **▶** until **Yes** appears. Press **Enter** to set the new defaults.
- In the Director, click **SETTINGS**, and then choose **Copy Settings**. The Settings tab appears. In the **Paper Type** area, choose the appropriate type, and then click **Save Configuration**.

To do this for a print job

Choose one of the following:

- To do this for future print jobs, go to the Director, click **SETTINGS**, and then choose **Print Settings**. The Setup tab appears. From the **Paper Type** list, choose the appropriate type, and click **OK**.

- To do this for the current print job, open the document that you want to print. From the File menu, choose **Print**, **Print Setup**, or **Page Setup**. Make sure that the selected printer is **hp officejet v series**, and then click **Properties**, **Options**, **Printer Setup**, or **Printer**. The Setup tab appears. From the **Paper Type** list, choose the appropriate type, and then click **OK**.

Change the paper size

The unit lets you change the paper size for copying and faxing. (For printing, you set the paper size using the HP OfficeJet V Series Properties dialog box. For more information, see “Recommended paper-size settings for printing.”) Your change remains in effect until you change it again. To switch to a different paper size, do the following:

To do this using the front panel

- 1 Choose one of the following:
 - To change the size for a copy job, press **COPY**, press **Options** until **Paper Size** appears.
 - To change the size for a fax job, press **Setup**, press **Options**, press **▶** until **3:Basic Fax Setup** appears, and then press **Enter** to select it. After **1:Date and Time** appears, press **▶** until **4:Paper Size** appears, and then press **Enter** to select it.
- 2 Press **▶** until the desired paper size appears, and then press **Enter** to select it.

To do this using the PC

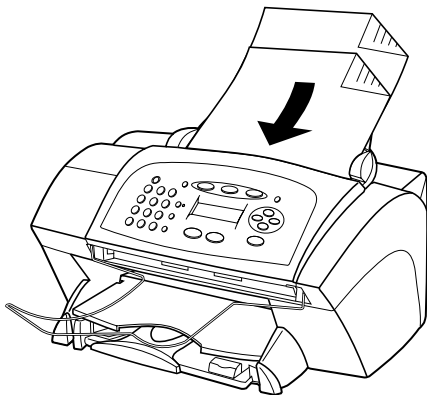
- 1 In the Director, click **SETTINGS**, and then choose one of the following:
 - To change the size for a copy job, choose **Copy Settings**. The Settings tab appears. In the **Loaded Paper Size** area, choose the desired paper size.
 - To change the size for a fax job, choose **Fax Settings**, and then choose **Receive Settings**. The Receiving tab appears. In the **Loaded Paper Size** area, choose the desired paper size.
- 2 Click **OK** to store your changes and close the dialog box.

Load originals

If you are working with originals that are printed on 16-24 lb. (60-90 gsm) plain paper or HP Premium Inkjet Paper, you can load more than one in the automatic document feeder (ADF). If you are working with photos or originals of an odd size (no smaller than 3.25-by-3.25 inches or 82-by-82 millimeters), load them in the ADF one at a time. When working with fragile, torn, or odd-sized originals, we recommend that you use a document sleeve or sheet protector (available from most office-product stores) for the original. Place a single sleeve into the ADF with the sealed edge first and the transparent side down.

If you have trouble with originals feeding incorrectly, make sure the front edge of the ADF tray is snapped into position.

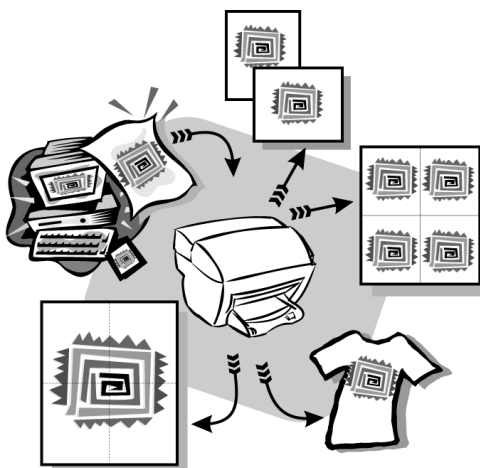
- 1 Place the original(s) in the ADF with the printed side facing toward the back and with the top of the document pointing down.
- 2 Adjust the document guides to fit your document.



Avoid paper jams

To avoid paper jams, remove papers from the output tray frequently. Output tray capacity is affected by the type of paper and the amount of ink you are using. For more information about output-tray capacity, see “Technical information.” For help with clearing a paper jam, see the Troubleshooting Help available through the Director.

Use the print features



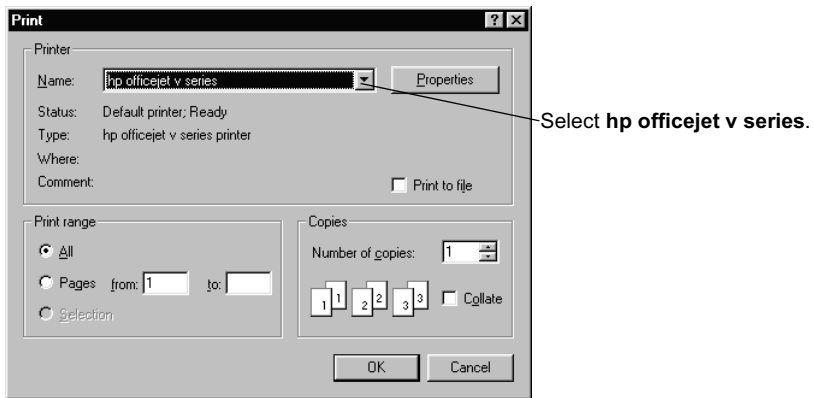
Most print settings are automatically handled by the program you are printing from or by HP's colorsmart technology. You only need to change the settings manually when you change print quality, print on specific types of paper or film, or use special features, such as two-sided printing.

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

Start a print job

Follow these steps to start a print job from the software program that you used to create your document.

- 1 Load the input tray with the appropriate paper.
For more information, see “Load paper or transparency film, or load originals.”
- 2 From your program’s **File** menu, select **Print**.
A Print dialog box appears on your screen.
- 3 Make sure that the selected printer is **hp officejet v series**.
For more information, see “Select a printer” in the Onscreen Guide.



If you need to change settings, click the button that accesses the HP OfficeJet V Series Properties dialog box (depending on your program, this button may be called Properties, Options, Printer Setup, or Printer), and then select the appropriate options for your print job using the features available in the Setup, Features, and Advanced tabs. Click OK to close the dialog box.

- 4 Click **OK** to begin your print job.

Use the scan features



To use the scan features, your HP OfficeJet and PC must be connected.

Scanning is the process of converting text and pictures into an electronic format for your PC. You can then use the converted (scanned) items for professional and personal projects.

- Professional uses: Scan text from an article you read, and bring it into your word processor so you can quote it in your report. Include pictures of your product in your brochure. Put your logo onto business cards that you print yourself.
- Personal uses: Scan pictures of your kids, and use the images in greeting cards (or e-mail the images to their grandparents). Put a photographic inventory of your house or office on a disk, and store it in a safe place.

You can scan just about anything, such as:

- Photos - to send out or place in documents.
- Magazine articles - to store on your PC.
- Text documents - to avoid retyping.

Begin a scan

You can initiate a scan from your PC or from your HP OfficeJet.


Initiate the scan process from your HP OfficeJet

Follow these steps to start a scan from your unit.

1 Load your original.

For more information, see “Load originals.”

2 Choose one of the following:

- To send the scan to the HP Image Viewer (the default), press **SCAN**.
- To send the scan directly to a specific program, press **SCAN**, then press  until the desired program appears.

For information on configuring the list of programs available through the Scan To list, see “Edit the front panel’s Scan To list” in the Onscreen Guide.

3 Press **START**, **Black** or **Color**.

Initiate the scan process from your PC

Follow these steps to start a scan from your PC.

1 Load your original.

For more information, see “Load originals.”

2 In the Director, click **SCAN**.

3 After the **Scan from Automatic Document Feeder** dialog box appears, choose the **Image Type**.

- To save or send photos or graphics to another program, use **Photo**.
- To edit text in a word processing program, use **Editable Text**. This option uses Optical Character Recognition (OCR), which involves reading text from paper and translating the images into a form that the computer can manipulate. For example, OCR lets you scan pages from a magazine article, and edit the results in a word processor such as Microsoft Word.
- To retain text formatting, use **Text as Image**.
- To retain text and graphic formatting, use **Mixed**.

4 Click **Start Scan**.

Your HP OfficeJet scans the document, and then the scanned image appears in the HP Image Viewer. If you have more than one page to scan, your HP OfficeJet will scan all pages in the ADF. You can also click Scanning tips for more information on processing your scan.

Finish the scan

When you initiate a scan from the software, your scanned image appears in the HP Image Viewer. After you have scanned an image and edited or adjusted it as needed, you can send the image to your destination or print it. You can also save the image in a file on your computer's hard drive.

To send the scan to a destination

- 1 In the HP Image Viewer, go to the **Send To** list, and select the appropriate destination.
- 2 Click **Send Now**.

To print the scan

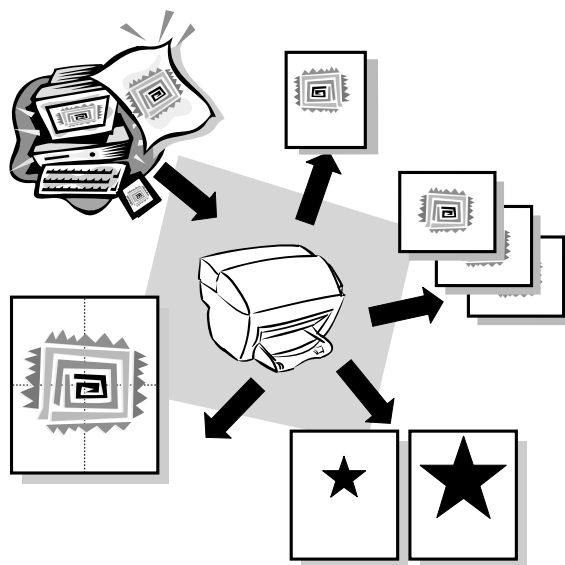
Your HP OfficeJet lets you print your scanned image from the HP Image Viewer. You can also use the Creative Photo Printing options to print special versions of your scan. For more information, see "Print images using Creative Photo Printing."

- 1 In the HP Image Viewer, go to the **File** menu, and choose **Print**.
The Print dialog box appears.
- 2 From the **Name** list, choose **hp officejet v series**, and then select other relevant print settings.
- 3 If you need to change settings such as paper type or print quality, click **Properties**, select the appropriate options for your print job using the features available in the **Setup**, **Features**, and **Advanced** tabs, and then click **OK** to close the dialog box.
- 4 Click **OK** to begin your print job.

To save the scan to a file

- 1 In the HP Image Viewer, go to the **File** menu, and select **Save As**.
- 2 In the **Save As** dialog box, select the format of your output image and the folder in which you want to store it, and then click **Save**.

Use the copy features



Using your HP OfficeJet, you can:

- Produce high-quality color and black-and-white copies using a variety of paper types and sizes, including iron-on transfers.
- Reduce or enlarge the size of the copies you make from 50% to 200% of the copy's original size. (Percentages may vary between models.)
- Make the copy lighter or darker, select the number of copies, and specify the quality of the copies you make.

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

Make copies

You can make copies using the front panel of your unit or using your PC. All copy features are available using either method.

All copy settings selected on the front panel are reset *two minutes* after the unit completes the copy job unless you save the settings as the default settings. Settings that you set in the software's Copy dialog box are reset *immediately* after you process the job. (Settings changed in the software's Copy Settings dialog box remain in effect until you change them again. For more information, see "Change settings for all future copy jobs" in the Onscreen Guide.)

Initiate the copy process from your HP OfficeJet

Follow these steps to start a copy job from your unit.

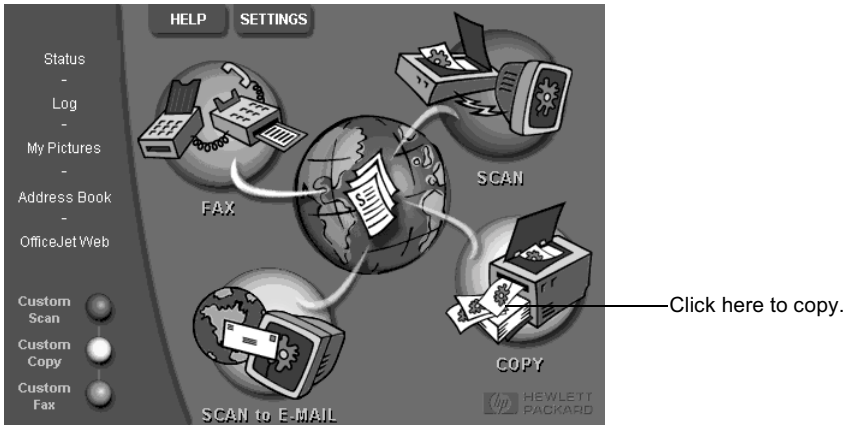
- 1 Load the input tray with the appropriate paper.
For more information, see "Load paper or transparency film, or load originals."
- 2 Load your original.
For more information, see "Load originals."
- 3 If you want to make more than one copy (the default), do the following:
 - Press **COPY**.
 - After **Number of Copies** appears, use the keypad (or press ◀ or ▶) to enter the number of copies, and then press **Enter**.For more information, see "Set the number of copies" in the Onscreen Guide.
- 4 If you are using anything other than plain paper, do the following:
 - Press **Options** until **Paper Type** appears.
 - Press ▶ until the appropriate paper type appears, and then press **Enter** to select it.For more information, see "Recommended paper-type settings for copying" in the Onscreen Guide.
- 5 Using the **Options** button, press ◀ or ▶ to change any other applicable settings, such as reduction or enlargement.
- 6 Press **START, Black** or **Color**.

initiate the copy process from your pc

Follow these steps to start a copy job from your PC.

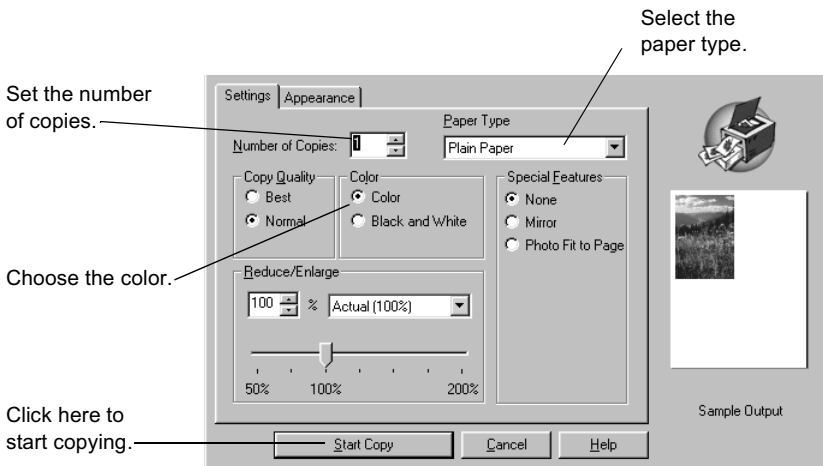
- 1 Load the input tray with the appropriate paper.
For more information, see "Load paper or transparency film, or load originals."
- 2 Load your original.
For more information, see "Load originals."

- 3 In the Director, click **COPY**.



The Copy dialog box appears, with the Settings tab visible.

- 4 Change any applicable settings, such as reduction, enlargement, or special features.




- 5 Click **Start Copy**.

Photo Fit to Page

Use the Photo Fit to Page option to quickly copy a photo and automatically resize it to fit your chosen paper type.

To do this using the front panel

- 1 Load your photo.
For more information, see “Load originals.”
- 2 Press the **Photo Fit to Page** button.
- 3 Press  until the appropriate paper type appears, and then press **Enter** to select it.
- 4 Press **START, Black** or **Color**.

To do this using the PC

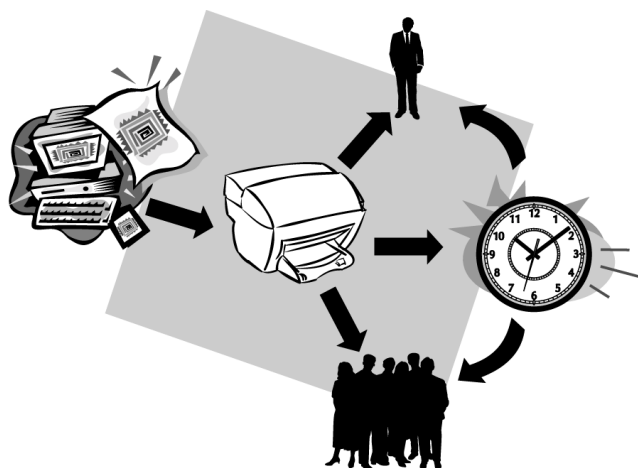
- 1 Load your photo.
For more information, see “Load originals.”
- 2 In the Director, click **COPY**.
The Copy dialog box appears, with the Settings tab visible.
- 3 In the **Special Features** area, select **Photo Fit to Page**.
- 4 Click **Start Copy**.

Stop copying

You can stop a copy job from your unit or your PC. To do so, choose one of the following:

- On the front panel, press **Cancel**.
- In the status window of your PC, click **Cancel**.

Use the fax features



Using your HP OfficeJet, you can:

- Send and receive paper faxes, and send PC faxes. A PC fax is a file that you send from your PC.
- Send and receive color faxes. If you send a color fax and your HP OfficeJet determines that the recipient has a black-and-white fax unit, your HP OfficeJet will interrupt the send process and resend the fax in black and white.

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

Enable fax confirmation

Your HP OfficeJet is set to print a report only if there is a problem with sending or receiving a fax. A confirmation message that indicates whether an item was successfully sent appears briefly on the front-panel display after each transaction. If you need printed confirmation that your faxes are successfully sent, follow these instructions *before* sending any faxes.

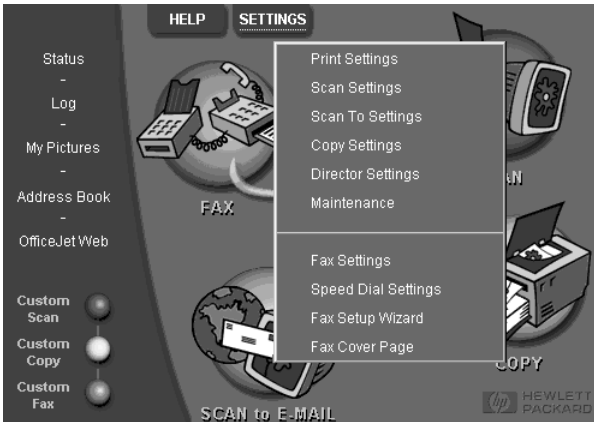
If you want to print a report on your last fax transaction, see section “Print reports” in the Onscreen Guide.

To do this using the front panel

- 1 Press **Setup**.
- 2 After **1:Print Report** appears, press **Enter**.
- 3 Press **▶** until **6:Automatic Reports Setup** appears, and then press **Enter**.
- 4 Press **▶** until **Send Only** appears, and then press **Enter** to select it.

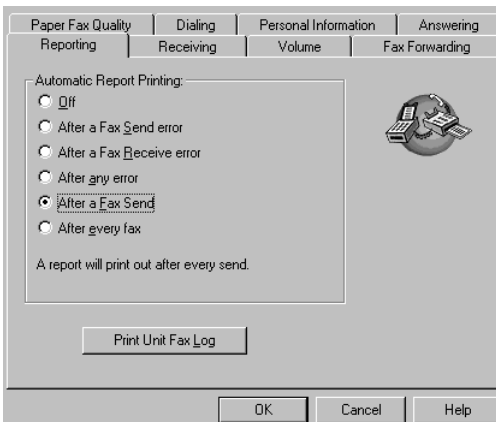
To do this using the PC

- 1 In the Director, click **SETTINGS**, and then choose **Fax Settings**.



The Fax Settings dialog box appears, with the Reporting tab visible.

- 2 In the **Automatic Report Printing** list, choose **After a Fax Send**, and then click **OK**.



Send a fax

Your HP OfficeJet lets you send a fax in a variety of configurations. These include:

- Send a paper fax (using the front panel or PC).
- Send a paper fax with a PC-generated cover page (using the PC).
- Send a PC file with or without a cover page (using the PC).
- Send a PC-generated cover page as a single-page fax (using the PC).

Initiate the fax process from your HP OfficeJet

Follow these steps to use your HP OfficeJet to fax an item from the front panel.

To send a fax without changing settings

- 1 Load your original.

For more information, see “Load originals.”

- 2 Enter the fax number using the keypad, or press **Speed Dial** repeatedly until the desired speed-dial entry appears.

For more information on speed dialing, see “Set up speed dialing” in the Onscreen Guide.

- 3 Press **START, Black** or **Color**.

To send a fax after changing settings


- 1 Load your original.

For more information, see “Load originals.”

- 2 Enter the fax number using the keypad, or press **Speed Dial** repeatedly until the desired speed-dial entry appears.

For more information on speed dialing, see “Set up speed dialing” in the Onscreen Guide.

- 3 Press **Options** to scroll through the fax options.

- 4 When you reach the option you want to change, press  to scroll through the setting options.

- 5 When you reach the setting you want to use, press **Enter** to accept the setting.

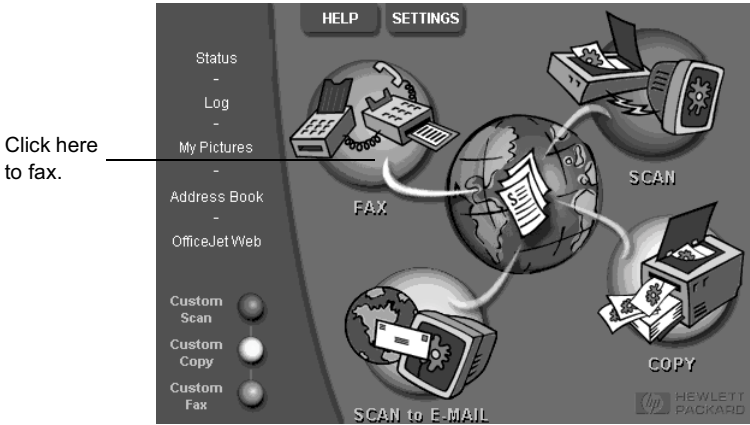
For more information on changing fax settings, see “Control how faxes look when sent to a recipient” in the Onscreen Guide.

- 6 Press **START, Black** or **Color**.

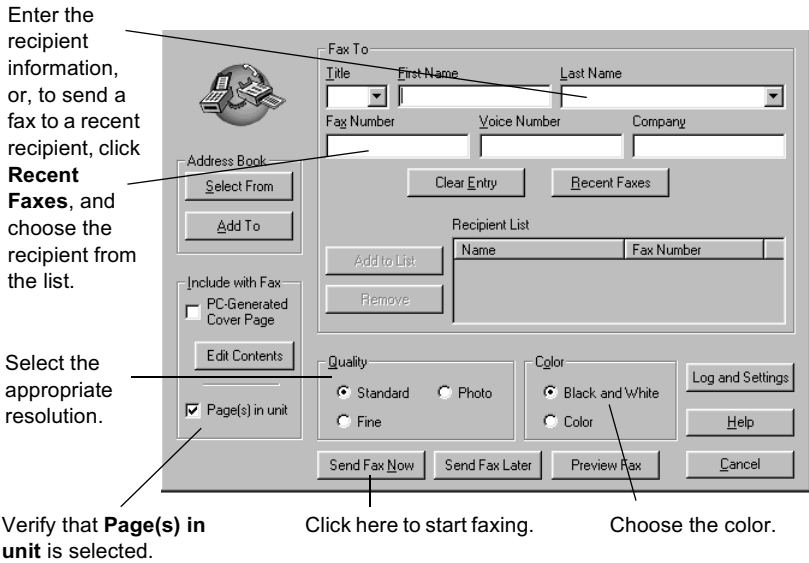
Initiate the fax process from your PC

This section describes how to initiate a fax from your PC using the Director. For information on sending a fax from a specific software program, see “Initiate the fax process from within a program.”

- 1 Load your original.
For more information, see “Load originals.”
- 2 In the Director, click **FAX**.



- 3 In the **Send Fax** dialog box, enter the fax number (or select one from the address book or **Recent Faxes** list) and other recipient information.
For more information, see “Save frequently used fax numbers.”



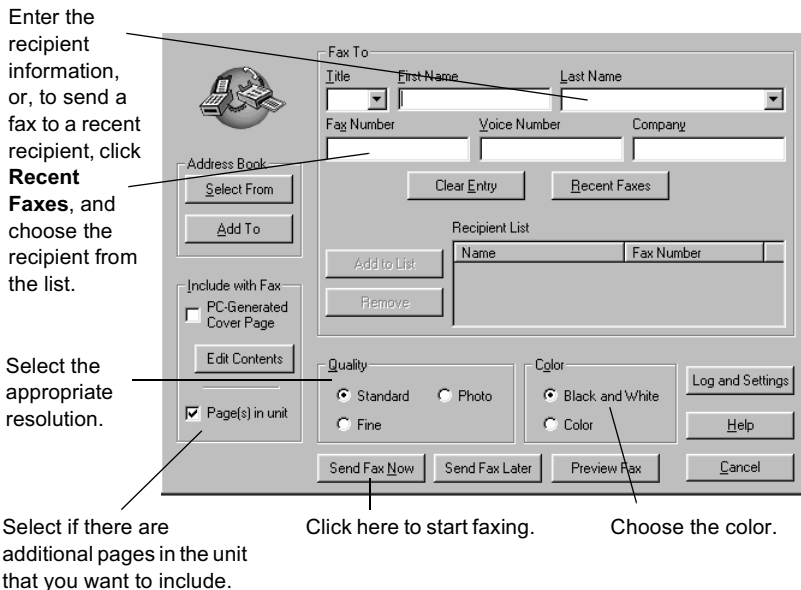
- 4 Click **Send Fax Now**.

Initiate the fax process from within a program

You can fax directly from other software programs such as word processing or spreadsheet programs.

- 1 Open the file that you want to fax.
- 2 From your program's **File** menu, choose **Print**.
- 3 In the **Print** dialog box, select **hp officejet v series fax** as the printer, and then click **OK**.
- 4 In the **Send Fax** dialog box, enter a name and fax number (or select from the address book or **Recent Faxes** list) and other recipient information.

For more information, see "Save frequently used fax numbers."



- 5 Click **Send Fax Now**.

Receive a fax

Depending on how you set up your HP OfficeJet, you will either receive faxes automatically or manually. For more information, see "Set the answer mode."

Your HP OfficeJet is automatically set to print received faxes (unless you have turned the auto-answer feature off). If you receive a legal-size fax and your HP OfficeJet is not currently set to use legal-size paper, the unit automatically reduces the fax so that it fits on the paper that is loaded (unless you have disabled the automatic-reduction feature). For more information, see “Set automatic reduction” in the Onscreen Guide.

Receive a fax automatically

To do this using the front panel

- 1 Verify that **Auto Answer** is turned *on*.

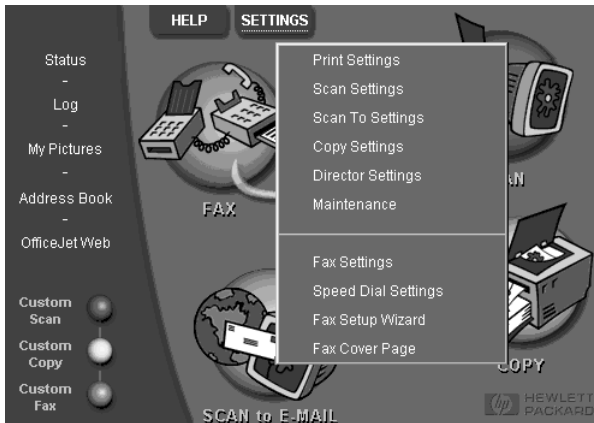
The light next to **Auto Answer** is on when the feature is turned on. Press the **Auto Answer** button to turn it on or off.

First, set the number of rings to answer.

- 2 Press **Options**, then press **Setup**.
- 3 Press **▶** until **3:Basic Fax Options** appears, and then press **Enter**.
- 4 Press **▶** until **3:Rings to Answer** appears, and then press **Enter**.
Next, choose the distinctive ring pattern.
- 5 Press **Options**, then press **Setup**.
- 6 Press **▶** until **4:Advanced Fax Options** appears, and then press **Enter**.
- 7 Press **▶** until **2:Answer Ring Pattern** appears, and then press **Enter**.
- 8 Press **▶** to scroll through the available ring patterns and press **Enter** when the ring pattern you want to use appears.

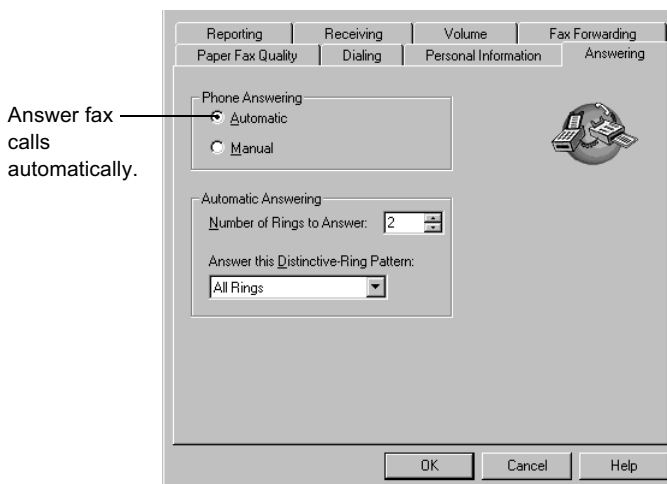
To do this using the PC

- 1 In the Director, click **SETTINGS**, and then choose **Fax Settings**.



The Fax Settings dialog box appears, with the Reporting tab visible.

- 2 Click the **Answering** tab.
- 3 In the **Phone answering** area, select **Automatic**.



- 4 In the **Automatic Answering** area, enter the **Number of Rings to Answer**.
- 5 If you are using the distinctive ring feature, select a distinctive ring from the **Answer this Distinctive Ring Pattern** list.

- 6 After you are finished, click **OK**.

Receive a fax manually

Before manually receiving a fax to your HP OfficeJet, we recommend that you remove any originals from the ADF so that they are not accidentally processed.

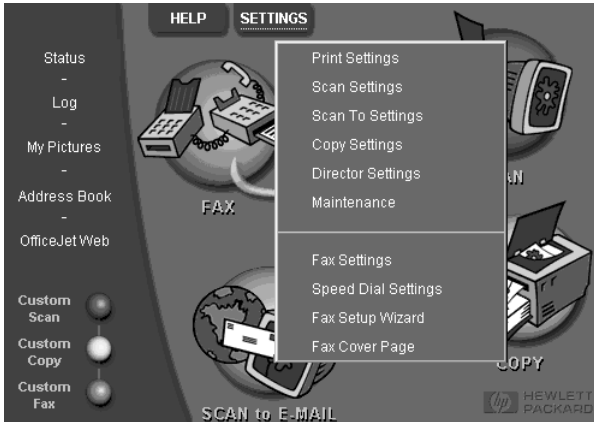
To prepare to receive a fax manually using the front panel

- 1 Verify that **Auto Answer** is turned *off*.

The light next to Auto Answer is off when the feature is disabled. Press the Auto Answer button to turn it on or off.

To prepare to receive a fax manually using the PC

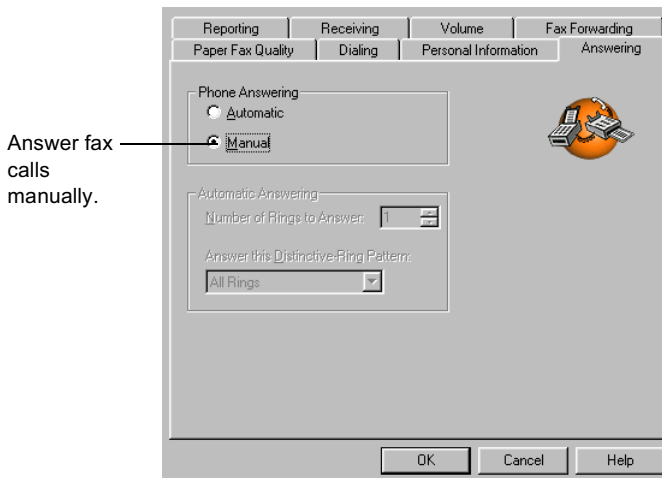
- 1 In the Director, click **SETTINGS**, and then choose **Fax Settings**.



The Fax Settings dialog box appears, with the Reporting tab visible.

- 2 Click the **Answering** tab.

- 3 In the **Phone answering** area, select **Manual**.



- 4 After you are finished, click **OK**.

To receive a fax manually

- 1 When your HP OfficeJet rings, pick up the handset of a telephone that is on the same telephone line as your HP OfficeJet.
- 2 If you hear fax tones, press **START**, **Black** or **Color**, or, if you are receiving from an extension phone (on the same telephone line as your HP OfficeJet, but not connected directly to it), press **1 2 3** on your phone.
- 3 After you are finished, hang up the telephone.

Save frequently used fax numbers

There are two ways of storing fax numbers that you use frequently. You can assign numbers that can be used in speed dialing from the front panel, and you can save numbers in the address book for use with the software.

For information on setting up speed dialing, see “Save frequently used fax numbers” in the Onscreen Guide.

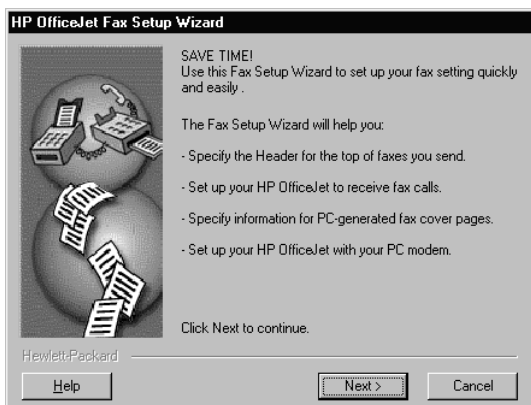
Additional setup information

This section provides assistance in resolving installation and configuration issues, setting fax-header information using the front panel, and adding and removing software. The standard installation instructions are provided in your Setup Poster. Retain the poster in case you need to refer to it at a later time.

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

Microsoft's plug-and-play messages do not appear

If you installed the HP OfficeJet software first as requested on the Setup Poster and you are a Windows 98/2000 user, a series of Microsoft New Hardware Found messages should have appeared on your screen during software installation. The Fax Setup Wizard should also appear.



If the Fax Setup Wizard did not appear, try the following:

- Make sure that only one cable, USB, is in use.
- Verify that the cable is high-speed (12 Mbps) and does not exceed five meters in length, and verify that the PC is USB-ready. For more information about determining whether your PC is USB-ready, see your PC's documentation or check with the PC's manufacturer.

- Verify that the cable is securely connected to your HP OfficeJet and directly connected to the applicable port of your PC. After the cable is connected properly, turn your HP OfficeJet off and then on again.
- Turn your HP OfficeJet off and then on again, and then restart your PC.
- Check that the front panel cover is installed correctly and that its edges are even with the sides of the unit. Also make sure that all the buttons can move freely.
- If the previous steps do not solve the problem, you must perform a forced uninstall using the uninstall software on the CD-ROM. See “New Hardware message appears (Windows 98 or 2000)” for more information.

New Hardware message appears (Windows 98 or 2000)

If you set up your HP OfficeJet and connect it directly to your PC *before* you install the software, you may encounter one of the following:



If the message is still visible on your screen, do the following:

- 1 Press **Esc** to exit the message without making any changes.
- 2 Turn off your HP OfficeJet.
- 3 Disconnect your HP OfficeJet

- 4 Follow the software installation steps outlined in the Setup Poster that came with your HP OfficeJet.

If the message appeared *and* you clicked Next or OK, do the following:

- 1 Press **Esc** to exit.
- 2 Turn off your HP OfficeJet.
- 3 Disconnect your HP OfficeJet
- 4 Follow the software installation steps exactly as outlined in the Setup Poster that came with your HP OfficeJet.

If you accidentally completed the New Hardware Wizard, you will have to perform a forced uninstall. Do the following:

- 1 If you have not done so already, insert the CD-ROM that came with your HP OfficeJet.
- 2 Open the **Uninstall** folder, and double-click the **Forc_uni.bat** file.
- 3 Complete the forced uninstall process using the screen instructions.
- 4 Turn off your HP OfficeJet.
- 5 Disconnect your HP OfficeJet.
- 6 Follow the software installation steps exactly as outlined in the Setup Poster that came with your HP OfficeJet.

Your PC is unable to communicate with your HP OfficeJet

If communication cannot be established between your PC and HP OfficeJet (for example, the HP OfficeJet status icon has the yellow error triangle), try the same tasks outlined under “Microsoft’s plug-and-play messages do not appear.”

Windows Add Printer feature

Avoid using the Windows Add Printer feature. Instead, choose one of the following:

- To connect directly to your PC, follow the steps outlined in the Setup Poster that came with your unit.
- To set up network printing only, set up a peer-to-peer network. For more information, see “Set up for network printing using Windows sharing” in the Onscreen Guide.

Set up for network printing using Windows sharing

For the latest information regarding networking, visit the HP Web site at:

www.hp.com/go/all-in-one

If your PC is on a network, and another PC on the network has an HP OfficeJet connected to it, you can use that unit as your printer.

You can only access *print* features in this configuration.

For more information, see “Set up for network printing using Windows sharing” in the Onscreen Guide.

Set basic fax settings using the front panel

We recommend that you use the Fax Setup Wizard in the HP OfficeJet software to configure all your basic fax settings; however, you can also access these settings from the front panel.

NOTE

In the U.S., regulations require that your name and number appear on every fax. The minimum settings that we recommend are described in the following topics.

For more information on other fax settings, see “Use the fax features” in the Onscreen Guide.

Set the date and time

Follow these steps to set the date and time manually.

- 1 Press **Setup**.
- 2 Press **Options** until **3:Basic Fax Setup** appears, and then press **Enter**.
- 3 After **1:Date and Time** appears, press **Enter**, and then enter the date and time using the keypad.

TIP Use only the last two digits for the year.

After you are done, the date and time appear on the display.

Set the fax header

Follow these steps to enter your name and fax number.

NOTE

In Hungary, the subscriber identification code (fax header) can be set or changed only by authorized personnel. For more information, contact your authorized HP dealer.

- 1 Press **Setup**.
- 2 Press **Options** until **3:Basic Fax Setup** appears, and then press **Enter**.
- 3 After **1:Date and Time** appears, press **▶** until **2:Fax Header** appears, and then press **Enter**.
- 4 After **Your Name** appears, enter your name using the guidelines provided in the next section, “Enter text.”
- 5 Using the keypad, enter your fax number.
- 6 After you finish entering your fax number, press **Enter**.

Enter text



The following list provides tips for entering text using the front-panel keypad.

- Press the keypad numbers that correspond to the letters of a name.

ABC — These letters correspond
 2 — to this number, and so on.

- Press a button multiple times to see a letter first in uppercase and then in lowercase.

JKL To get this character: J j K k L l 5
 5 Press 5 this many times: 1 2 3 4 5 6 7

- After the correct letter appears, press , and then press the number that corresponds to the next letter in the name. Again, press multiple times until the correct letter appears.
- To insert a space, press **Space (#)**.
- To enter a symbol, such as @, press **Symbols (*)** repeatedly to scroll through the list of available symbols.
- If you make a mistake, press  to clear it, and then make the correct entry.
- After you are done entering text, press **Enter** to store your entries.

Set the answer mode


To set the answer mode, choose one of the following:

- If you want your HP OfficeJet to answer every fax call automatically, verify that **Auto Answer** is enabled. (The light next to Auto Answer on the front panel is on when the feature is enabled. Press the Auto Answer button to turn it on or off.)
- If you want to answer fax calls manually, turn **Auto Answer** off.

Set the Rings to Answer setting

This setting tells your HP OfficeJet how many rings should occur before it answers an incoming call. Follow these steps to change the Rings to Answer setting manually.

To use this feature, Auto Answer must be enabled. The light next to Auto Answer is on when the feature is enabled. Press the Auto Answer button to turn it on or off.

- 1 Press **Setup**.
- 2 Press **Options** until **3:Basic Fax Setup** appears, and then press **Enter**.
- 3 After **1:Date and Time** appears, press **Options** until **3:Rings to Answer** appears, and then press **Enter**.
- 4 After **Answer on Ring** appears, press  to scroll to the desired number of rings.
- 5 After the number you want appears, press **Enter**.

Check for dial tone

Before using the fax features, verify that the connections are correctly established.

- 1 Press **FAX**, and then press **START**, **Black** or **Color**.
- 2 Listen for a dial tone.
- 3 If you do not hear a dial tone, check the connections.
- 4 Press **Cancel** to hang up.

Remove and reinstall your HP OfficeJet software

When you remove a program, you need to remove all files associated with that program, not just the files you see in a particular program folder.

Do *not* simply delete the program files from your hard drive. Be sure to remove it properly, using the utility provided in the HP OfficeJet V Series program group.

- 1 On the Windows taskbar, click **Start**, point to **Programs**, choose **HP OfficeJet V Series**, and then choose **Uninstall Software**.
- 2 Follow the directions on the screen.
- 3 If you are asked whether you would like to remove shared files, click **No**.
Other programs that use these files may not work properly if the files are deleted.
- 4 After the program finishes removing the software, disconnect your HP OfficeJet, and restart your PC.
- 5 To reinstall the software, insert the HP OfficeJet V Series CD-ROM into your PC's CD-ROM drive, and follow the instructions that appear.

For more information, see the Setup Poster that came with your HP OfficeJet.

Use Hewlett-Packard's support services

This section explains the service information provided by hewlett-packard.

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

If you are unable to find the answer you need in the printed or online documentation supplied with your product, you can contact one of the HP support services listed in the following pages. Some support services are available only in the U.S. and Canada, while others are available in many countries worldwide. If a support service number is not listed for your country, contact your nearest authorized HP dealer for help.

Internet

If you have Internet access, you can get help from the HP Web sites at either of the following:

- www.hp.com/go/all-in-one
- www.officejet-support.com

Here you can find technical support, supplies and ordering information, project tips, and enhancement recommendations to help you get the most from your unit.

HP Customer Support

Software programs from other companies may be included with your HP OfficeJet. If you experience problems with any of those programs, you will receive the best technical assistance by calling the experts at that company.

If you need to contact HP Customer Support, do the following before you call.

1 Make sure that:

- Your unit is plugged in and turned on.
- The specified print cartridges are installed correctly.
- The recommended paper is properly loaded in the input tray.

2 Reset your unit:

- a Turn off the unit using the **On** button located on the unit's front panel.
- b Unplug the power adapter connector from the back of the unit.
- c Plug the power adapter connector back into the unit.
- d Turn on the unit using the **On** button.

3 For more information, check the HP Web site.

4 If you are still experiencing problems and need to speak with an HP Customer Support Representative:

- Have your serial number and service ID ready. To display your service ID, on the front panel, press **Enter** and **START, Color** at the same time, until **SERV ID:** and the number appear in the front-panel display.
- Print a Self-Test Report.
- Make a color copy.
- Be prepared to describe your problem in detail.

5 Call HP Customer Support. Be near your unit when you call.

Call in the U.S. during warranty

Call (208) 323-2551 Monday through Friday from 6:00 A.M. to 10:00 P.M. Mountain Standard Time (MST) and Saturdays from 9:00 A.M. to 4:00 P.M. MST. This service is free during the warranty period; however, your standard long-distance phone charges still apply.

Technical information

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

Power specifications

- Power consumption: 50W maximum
- Source (Input) Voltage: 100 to 240 VAC*, grounded
- Input Frequency: 50 to 60 Hz
- Current: 1A maximum

* Figures are based on using the AC adapter that came with your unit (HP part number 0950-2880).

Order print cartridges

Print Cartridges	HP Reorder Number
HP black print cartridges	C6615A
HP color print cartridges	C6578A, C6578D

If you have Internet access, you can get more information from the HP Web site at:

www.hp.com/go/all-in-one

Regulatory information

The following sections describe product requirements from various regulatory agencies.

Notice to users of the U.S. telephone network: FCC requirements

This equipment complies with FCC rules, Part 68. On this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalent Number (REN) for this equipment. If requested, provide this information to your telephone company.

An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant. This equipment connects to the telephone network through the following standard network interface jack: USOC RJ-11C.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. Too many devices on one line may result in failure to ring in response to an incoming call. In most, but not all, areas the sum of the RENs of all devices should not exceed five (5). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area.

If this equipment causes harm to the telephone network, your telephone company may discontinue your service temporarily. If possible, they will notify you in advance. If advance notice is not practical, you will be notified as soon as possible. You will also be advised of your right to file a complaint with the FCC. Your telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the proper operation of your equipment. If they do, you will be given advance notice so you will have the opportunity to maintain uninterrupted service.

If you experience trouble with this equipment, please contact the manufacturer, or look elsewhere in this manual, for warranty or repair information. Your telephone company may ask you to disconnect this equipment from the network until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs. Contact your state's public utility commission, public service commission, or corporation commission for more information.

This equipment includes automatic dialing capability. When programming and/or making test calls to emergency numbers:

- Remain on the line and explain to the dispatcher the reason for the call.
- Perform such activities in the off-peak hours, such as early morning or late evening.

NOTICE: The FCC hearing aid compatibility rules for telephones are not applicable to this equipment.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.) In order to program this information into your fax machine, you should complete the steps described in the software.

Regulatory notices

The following sections are statements from various regulatory agencies.

FCC statement

The United States Federal Communications Commission (in 47 CFR 15.105) has specified that the following notice be brought to the attention of users of this product.

Declaration of Conformity: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Class B limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy, and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is not guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient the receiving antenna.
- Increase the separate between the equipment and the receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Product Regulations Manager, Hewlett-Packard Company, San Diego, 858-655-4100.

The user may find the following booklet prepared by the Federal Communications Commission helpful: *How to Identify and Resolve Radio-TV Interference Problems*. This booklet is available from the U.S. Government Printing Office, Washington DC, 20402. Stock No. 004-000-00345-4.

CAUTION

Pursuant to Part 15.21 of the FCC Rules, any changes or modifications to this equipment not expressly approved by the Hewlett-Packard Company, may cause harmful interference and void the FCC authorization to operate this equipment.

DOC statement / Déclaration de conformité (Canada)

Le present appareil numerique n'emet pas de bruits radioelectriques depassant les limits applicables aux appareils numeriques de la class B prescrites dans le Reglement sur le brouillage radioelectrique edicte par le ministere des Communications du Canada.

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

Notice to users of the Canadian telephone network

The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION

Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

Notice: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

The REN for this product is 0.3B, based on FCC Part 68 test results.

Notice to all users of the European Economic Area (EEA)



This product is designed to interwork with the analogue telephone networks in the following countries:

German	UK	Netherlands
France	Spain	Italy
Belgium	Luxembourg	Switzerland
Austria	Denmark	Sweden
Norway	Finland	Ireland
Greece	Portugal	

Network compatibility depends on customer selected settings, which must be reset to use the equipment on a telephone network in a country other than where the product was purchased. Contact the vendor or Hewlett-Packard Company if addition product support is necessary.

This equipment comes with a telephone connector specific to the country where it was purchased.

This equipment has been certified by the manufacturer in accordance with Directive 1999/5/EC (annex II) for Pan-European single-terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network termination point.

In the event of problems, you should contact your equipment supplier in the first instance.

Notice to users of the Irish telephone network

This equipment is designed for DTMF tone dialing and loop disconnect dialing. In the unlikely event of problems with loop disconnect dialing, it is recommended to use this equipment only with the DTMF tone dial setting.

Notice to users of the German telephone network

The HP OfficeJet V Series products are designed to connect only to the analogue public-switched telephone network (PSTN). Please connect the TAE N telephone connector plug, provided with the HP OfficeJet V Series, into the wall socket (TAE 6) code N. The HP OfficeJet V Series products can be used as a single device and/or in combination (in serial connection) with other approved terminal equipment.

Geräuschemission

LpA < 70 dB
am Arbeitsplatz
im Normalbetrieb
nach DIN 45635 T. 19

For non-European customers

This product is approved for use only in the country in which it was purchased. Local country laws may prohibit the use of this product outside the country of purchase. It is strictly forbidden by law in virtually every country to connect nonapproved telecommunications equipment (fax machines) to public telephone networks.

VCCI-2 (Japan)

この装置は、情報処理装置等電波障害自主規制協議会（VCCI）の基準に基づくクラスB情報技術装置です。この装置は、家庭環境で使用することを目的としていますが、この装置がラジオやテレビジョン受信機に近接して使用されると受信障害を引き起こすことがあります。
取り扱い説明書に従って正しい取り扱いをして下さい。

Notice to users of the Korean telephone network

사용자 안내문 (B급 기기)

이 기기는 비업무용으로 전자파장애검정을 받은 기기로서, 주거지역에서는 물론 모든 지역에서 사용할 수 있습니다.

Notice to users of the New Zealand telephone network

- 1 This equipment shall not be set to make automatic calls to the Telecom '111' Emergency Service.
- 2 This equipment should not be used under any circumstances which may constitute a nuisance to other Telecom customers.
- 3 A Telepermit for any terminal equipment indicates only that Telecom accepts that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it does not assure that any item will work correctly with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.
- 4 The decadic (or pulse) dialing on this device is unsuitable for use on the telecom network in New Zealand.
- 5 This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed. Telecom will accept no responsibility should difficulties arise in such circumstances.
- 6 When using the remote fax-receive feature by pressing 1-2-3, the tones generated by the telephones must be at least 60 milliseconds in duration or greater.

Declaration Of Conformity

According to ISO/IEC Guide 22 and EN 45014

Manufacturer's Name and Address:

Hewlett-Packard Company, 16399 West Bernardo Drive, San Diego, CA 92127-1899, USA

declares that the product

	HP All-in-One OfficeJet V Series (C8413A)
Product Name:	V30, V40, V40xi, V45
Model Number(s):	C8414A, C8416A, C8417A, C8418A
Product Options:	None

conforms to the following Product Specifications:

Safety:	IEC 60950:1991+A1+A2+A3+A4 / EN 60950:1992+A1+A2+A3+A4+A11 IEC 60825-1:1993 +A1 / EN 60825-1:1994 +A11 Class 1 (Laser/LED) UL1950/CSA22.2 No.950, 3rd Edition:1995
EMC:	CISPR 22:1997 / EN 55022:1998 Class B CISPR 24:1997 / EN 55024:1998 IEC 61000-3-2:1995 / EN 61000-3-2:1995 IEC 61000-3-3:1994 / EN 61000-3-3:1995
Telecom:	TBR21 (1998) EG201 121 (1998)

Supplementary Information:

The product herewith complies with the requirements of the Low Voltage Directive 73/23/EC, the EMC Directive 89/336/EC and with the R&TTE Directive 1999/5/EC (Anex II) and carries the CE-marking accordingly.

European contact for regulatory topics only: Hewlett-Packard GmbH, HQ-TRE, Herrenberger Straße 130, D-71034 Böblingen (FAX: +49-7031-14-3143)

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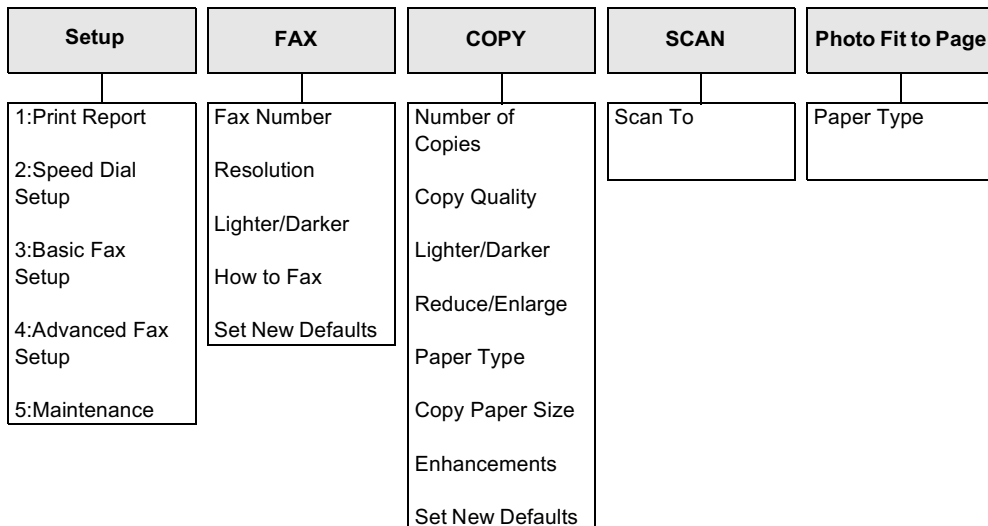
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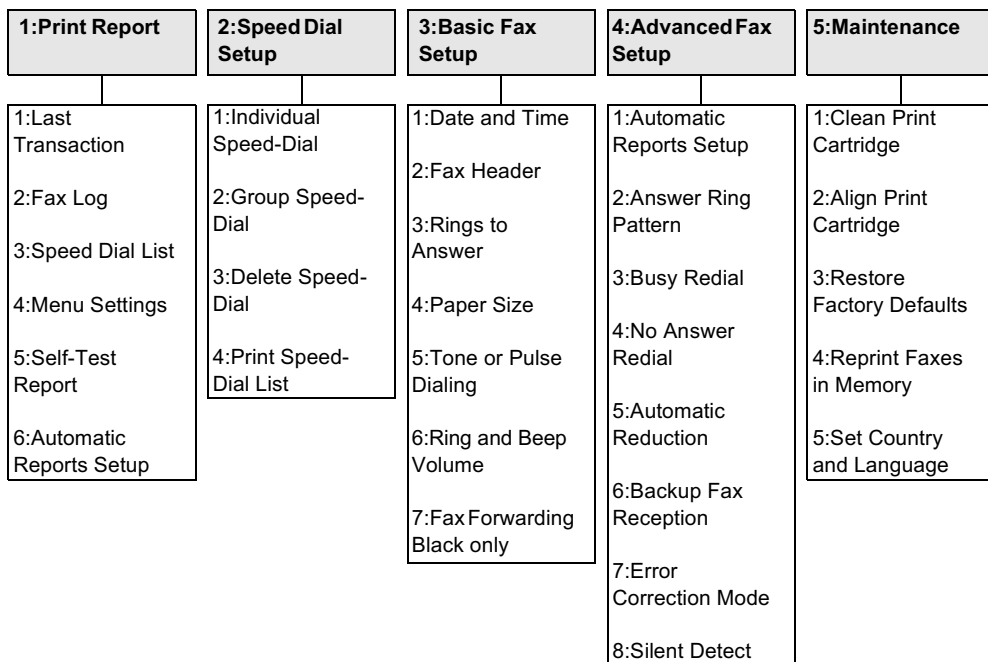
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HP OfficeJet menu



Setup menu



Use **Options** to display the menu options.
 Use **◀** and **▶** to move to the setting you want.
 Press **ENTER** to select the displayed setting.

Visit the hp all-in-one information center.

It's everything you need to get the most value from your HP OfficeJet.

- Technical Support
- Supplies and Ordering Information
- Project Tips
- Ways to Enhance Your Product

www.hp.com/go/all-in-one

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